As you are well aware that Rajasthan Transparency in Public Procurement Act, 2012 and Rajasthan Transparency in Public Procurement Rules, 2013 have come into force on 26 January, 2013. In this regard, it would be pertinent to reiterate that publishing of procurement related information / documents on State Public Procurement Portal, i.e. http://sppp.raj.nic.in, as per the provisions of the said Act and Rules, is mandatory.

In this continuation, Finance Department has been pursuing with the Departments continuously so that the nomination of Nodal Officers under all Head of the Departments in the State, is done on priority, but, even till date, information for the nomination of the Nodal officers is yet to be received from various Departments of the State.

This is to bring to your kind notice that any delay in the nomination of Nodal Officer for Departments would adversely affect the mandatory requirements to be fulfilled by the Departments under the said Act and Rules. Hence, you are again requested to ensure that Nodal Officer for the Department is nominated immediately, under intimation to State Procurement Facilitation Cell (SPFC), Finance Department in the prescribed Form no. SPPP/02, and a scanned soft copy of the same be also sent to email id caospfc@gmail.com.

This is clarified that any Gazetted Officer serving in the Department can be nominated as Nodal Officer for that Department. Further, if considered necessary for administrative convenience at the Department level, one IT personnel of the Department may be directed to provide IT assistance to the Nodal Officer for uploading of / verification of the documents on the said portal as per Section 17 of the said Act.

In case of transfer, retirement etc. of the Nodal Officer of a Department, another officer should be immediately nominated to take the charge of the outgoing Nodal Officer so as to ensure that the mandatory requirements under the said Act and Rules are not adversely affected.

P.T.O.
The duties and responsibilities of the Nodal Officer shall be as under:

1. The Nodal Officer shall coordinate to ensure that all documents related to procurement process, as provided in Section 17 of RTPP Act, 2012, are duly uploaded on State Public Procurement Portal;

2. The Nodal Officer shall ensure, on priority, the allotment of user id and password to attached and/or subordinate offices as procuring Entities, after having received the required information in the prescribed Form no. SPPP/03;

3. The Nodal Officer shall coordinate regularly with the Procuring Entities in the Department / attached offices / subordinate offices and attempt to resolve any issues that may arise related to uploading of procurement related documents on the said portal.

4. In case of any queries, the Nodal Officer shall immediately contact SPFC, Finance Department telephonically (0141-2743455, 0141-2177720) and/or through email caospfc@gmail.com, for necessary clarifications. Exclusive Helpline numbers for the purpose shall also be notified shortly to the Departments.

5. The Nodal Officer of the Department shall be the single point of contact for Finance (SPFC) Department in all matters of that Department related to the said portal.

6. The Nodal Officer shall also arrange to submit a certificate on 15 April and 15 October of every Year in the prescribed format (Annex. A), on email caospfc@gmail.com certifying that all procurements made by different Procuring Entities of the Department concerned in the last six months have been done in accordance with the RTPP Act and Rules.

This is hereby re-emphasized that it is mandatory to publish the prescribed documents related to the procurement process on the official portal i.e. http://sppp.raj.nic.in and the Nodal Officer of the Department shall be under the obligation to coordinate for the same.

The Head of the Departments are again requested to accord highest priority for nomination of the Nodal officer for their respective Department.

[(Signature)]

Special Secretary
Finance (Budget) Department
Copy for information & necessary action:

1. SA to the Governor / Chief Minister / Ministers / State Ministers, Rajasthan
2. PS to Chief Secretary, Rajasthan
3. PS to Principal Secretaries / Secretaries / Special Secretaries
4. Secretary, Rajasthan Legislative Assembly, Jaipur
5. Secretary, Lokayukt Sachivalya
6. Secretary, Rajasthan Public Service Commission, Ajmer
7. Registrar, Rajasthan High Court, Jodhpur / Jaipur
8. All Deputy Secretaries / Sections of the Secretariat
9. All Heads of the Departments / All Divisional Commissioners / All District Collectors
10. Registrar, Rajasthan Civil Service Appellate Tribunal, Jaipur
11. Director, Treasury and Accounts, Rajasthan, Jaipur
12. Administrative Reforms (Codification) Department (with spare copy)
13. All Treasury Officers
14. Vidhi Rachana Sangthan for Hindi translation
15. System Analyst, Finance Department to publish this Circular on the website of Finance Department for kind attention of All Administrative Departments / HODs.
16. Guard File

Joint Secretary (G&T) &
Nodal Officer, SPFC
Name of the Department
With Address and Phone numbers

CERTIFICATE

This is to certify that ________________ (name of Department) has ensured the uploading and publishing of the required information and documents on the State Public Procurement Portal http://sppp.raj.nic.in, as per the Section 17(3) of the Rajasthan Transparency in Public Procurement Act, 2012, with respect to all procurements made in the last 6 months.

This certificate is issued for the period of 01 April, 20__ to 30 September, 20__ OR 01 October, 20__ to 31 March, 20__.

Signature & name of Nodal Officer, with official seal